



Stulog: Student Weblogs

Stulog Setup and Settings For OPS Student Blogging and Web Posting

CODE OF STUDENT CONDUCT

All student weblogs must be teacher-supervised. Students will follow the Olathe Public Schools' *Blogs/Wiki Guidelines for Students* and the Olathe Public Schools' *Code of Student Conduct* in the development and posting of all weblog content.

Click PLUGINS

Activate the following plugins: *Black Studio TinyMCE Widget*, *JJ NextGen JQuery Slider*, *MCE Table Buttons*, *NextGEN Gallery*

Click SETTINGS

- **Click General:** Create the *Site Title* and *Tagline*. Save Changes
- **Click Reading:** Later you will decide how your *Front page displays*, and make this setting. The default (current) setting will place your blogging posts on your front page. When set, Save Changes.
- **Click Discussion:**
 - Default article settings* – check all three
 - Other comment settings* – check the first four
 - Email me whenever* – uncheck both
 - Before a comment appears* – check both
 - Avatar Display* – uncheck Show Avatars
 - Save Changes

Click TINYMCE ADVANCED

Drag buttons from the lower panel to add them to rows above: *Table*, *Justify*, *Insert Time*, *Insert Date*
Save Changes

Click PAGES

If you are creating a website, at the top, click *Add New*. Type the title "Home". Click *Publish*.

The Sample Page may be deleted.

Repeat to add additional pages to the site when ready.

(You may now return to Settings/Reading and choose what page displays as the front page of your site.)

Click APPEARANCE

- **Click Themes:** There are a couple of basic themes to choose from. To set a theme, click *Activate*.
- **Click Widgets:** *Widgets* run your front page. They will need to be configured based on how you set your front page. You may remove any of the *Widgets* that are already in the *Main Sidebar* panel if you want by clicking and dragging the widget out of the panel and dropping in the widget selection area. You may add widgets to any of the three widget panels by clicking and dragging a widget to

the panel and dropping it in. You may temporarily store a widget for later use in the *Inactive Widgets* panel at the bottom.

- **Click Menus:** In *Menu Name*, Type "Main". Click *Save Menu*. On the left under *Primary Menu* select *Main*. Save

If you are creating a website, after creating pages you must come here to place a button for the page on the menu. Once created, drag and drop the buttons up and down the page to arrange them. Indent "child" buttons under a "parent" button to make them appear on a sub-menu.

SETTINGS FOR COMMENTING

Click *Pages/All Pages* and choose a page. Click the *Edit* button. At the top right of the screen click *Screen Options* to open. Check the *Discussion* box. Click *Screen Options* again to close. Now at the bottom of the page find the *Discussion* block. Uncheck *Allow trackbacks and pingbacks*. If *Allow comments* is checked, viewers can post comments to your page; decide your preference and check or uncheck. (Most student blog sites would *not* allow commenting.) Weblog content may be added by the weblog owner by typing in the HTML editor panel.

Click USERS

To add another person to your site as an editor, at the top click *Add New*. Type in the user's email address and give them the role *Editor*. Click *Add Existing User*. By clicking *All Users* in the left control panel you can see who has editing rights and then can remove people as needed.

Click POSTS

Delete the *Hello world!* default post that is found there.

If you are using your site for blogging you may create posts for your site. At the top click *Add New*. Type your post and click *Publish*. Remember that your posts are public. Under *Posts/All Posts* you can see previously posted content and edit or remove posts.

Click COMMENTS

Delete the *Anonymous* default comment that is found there.

If you have allowed commenting on your site's pages, this is where you see, approve, edit, or remove comments that have been posted by viewers.